

Types of TA/NCPACE Policy Waivers

1. **Waiver of Reimbursement with “W” grades:** A waiver of reimbursement may be requested from your Commanding Officer on command letterhead confirming the withdrawal was a result of: hospitalization, PCS, TAD, mission requirements, documented emergency leave, or change in military duties or assignment. These waiver requests are handled by TA Accounting. TA Accounting can be reached at 877-838-1659, Option 6 or by submitting a **Help Request** via the Navy College Program (NCP) website (http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432) and selecting TA/NCPACE Withdraw Policy Waivers category. Collectable grades are not waiverable for any reason. Have questions? Use the NCP website Assistance Center to find answers.
2. **Waiver to TA/NCPACE DL Policy:** Requests to waive current policies are handled by TA/NCPACE policy waivers. The authority for waivers has been delegated to Commander, Naval Education Training Command (NETC). Adhere to the instructions below.

Waiver to TA/NCPACE policy approvals/disapprovals are determined on a case-by-case basis and take into consideration individual circumstances. Requests will be made via the Sailor's chain of command(CO/XO/CMC) on command letterhead. Naval Education and Training Command (NETC) has final approval/disapproval authority for all TA Waiver requests, resulting in no appeals beyond NETC.

**Please be advised, that a decision by the review board can take up to 20 business days and a submission of a waiver request is not a guarantee of approval. If you remain in any course without a voucher you are subject to financial liability.*

NOTES:

- a) Do not include your SSN in your waiver request.
- b) Waivers are not being accepted to request additional funding beyond the DOD cap of 4500.00.
- c) NAVADMIN 190/14 provides policy on new Sailors fulfilling their 1st Year Permanent Duty Station (PDS) requirement. Once all other requirements are met, the Commanding Officer/OIC may grant waiver approval by the command approving the TA application. No formal waiver request required.
- d) Waivers must be resolved within a reasonable timeline; if additional documentation is requested and not received within 72 hours, the ticket will be closed for inactivity.

Applicants may submit waiver requests via the following:

- a. **Preferred method:** Submit a Help Request at http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432 with all required documentation and select “TA/NCPACE Policy Waiver” category. The subject line must state exactly what the member requires to be waived, i.e.: pursue a lower/lateral degree, after-the-fact (late TA) etc.
- b. **Mail to** DIRECTOR
NETC (N2) ATTN: TA WAIVER OFFICE
472 POLARIS STREET STE 214
BLDG 586 ROOM 214
VIRGINIA BEACH, VA 23461-2015

Mandatory Items:

1. Letter from student explaining extenuating circumstances that warrant a waiver (Operational, Emergency, Hospitalization, etc). Try to be specific as to why circumstances necessitate an exception to policy, it is pertinent you explain why you must take the course this term rather than waiting.
2. Endorsement on command letterhead from a member of Command Triad (CO/OIC/XO/CMC). No by-direction.
3. Command endorsement must include a justification which supports the Sailor's request. "Forwarded recommending approval" is NOT adequate justification. Command is not approving waiver, rather they are giving their recommendations.
4. If the waiver is for a late application, ensure you and the command explain why it was late in detail via the command and personal letter; and a way forward for all future lateness, i.e. alternate approvers, timeline requirements, generic command ESO email.
5. Name, rank/rate, designator, Unit Identification Code (UIC)
6. Previous Degrees / Major / Date Received
7. Course number, title, start, end dates
8. College/University attending
9. Point of Contact: Applicant's contact information with DSN, commercial telephone number and email address.
10. Command POC with name, rank/rate, DSN, commercial telephone number and email address.
11. Submit in a **Help Request** via the Navy College Program (NCP) website at http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432 and select TA/NCPACE Policy Waiver as category.

Situation Dependent Items (include only if applicable)

- For lateral degrees there must be a letter or email from detailer/community manager indicating second degree is required, not beneficial to remain competitive for promotion, current or future billets after change in designator for officers or rate for enlisted.
- Pg 13 with Current EAOS/Projected EAOS; Reenlistment Intentions [Sample](#)
- Time in service, planned rotation date (PRD) and retirement date
- Extenuating circumstances that negated the timeline of 120 days to submit.
- If submitting for "Operational Readiness", explain why the SVM was not able to submit in the 120 days via Gov't Computer, Any Computer, or smartphone. If the Sailor was performing their duties the command can deny for mission requirement. However, if the command wants them to attend, they must show why waiting is not conducive to the individuals educational or career goals.